

RECORDS STORED AT RELOCATION SITE  
WHICH MIGHT BE OF IMMEDIATE ASSISTANCE

October 15, 1958

1. Fiscal statements are stored monthly. From these you can determine status of Commission funds. Basic fiscal policies are in the Emergency Operations Handbook and more detailed instructions are with the fiscal statements. These are all in the cabinet marked Budget and Fiscal.
2. Payrolls are stored for each pay period. From them you can verify an individual's current employment with the central office of the Commission. These are in the Budget and Fiscal File.
3. Lists of persons scheduled to report to the relocation site are maintained in the safe file and are brought up-to-date periodically.
4. Basic information concerning regional office relocation plans and sites is stored in the safe file. (Needs bringing up-to-date)
5. Basic personnel forms are stored in the cabinet marked "Office Services." Also forms for procurement.
6. Operating plans and instructions, forms, supplies, etc. for operating the registration system are stored in the file cabinet marked "Registration."
7. Locations of all agencies' national sites (classified "Top Secret") are in the safe file in the crypto room. Condensations of their approved essential activities under attack conditions are stored in file in 017. There are also telephone and TWX directories for all agencies in the safe file in the crypto room.
8. Basic material for reconstruction of the Commission's investigative files are stored in the Library vault. Operating instructions are in the file cabinet in 017 marked "Investigations."
9. An annual run of the Retirement roll together with notifications of all changes in the roll are also stored in the vault and will serve as a basis for reconstruction of the Annuity Roll. Procedural instructions for this are in the file cabinet in 017 marked "Retirement."
10. Microfilm copies of all tests and test questions are located in the film cabinet in the Library vault. An index is with them.
11. Microfilm copies showing the end-of-the-year balances on the Retirement accounts and the Leave accounts for all Commission employees are in the film cabinet in the Library vault.

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12. A copy of the listing of members of the "Executive Reserve" is in the file cabinet in Q17 marked manpower.
13. A complete set of all Commission issuances is maintained in boxes in the Sahling Warehouse. These issuances are boxed and marked, but the sets are not assembled.
14. Copies of the Handbook on Emergency Operations are in the safe file in Q17.
15. A set of Mobilization Circulars is in the safe file in Q17.
16. Presidential Action Documents - see next page.
17. Set of maps, etc., for fallout plotting purposes are on the top shelf in Room Q17.
18. A package of technical bulletins, etc. on Radiological Defense is on the shelf in Room Q17.